

STATE OF ALABAMA  
DEPARTMENT OF HUMAN RESOURCES  
Montgomery, Alabama

Administrative Letter No. 7068

Date: October 16, 2003

TO DIRECTORS, COUNTY DEPARTMENTS OF HUMAN RESOURCES

FROM Joyce P. O'Neal, Director, Food Stamp Partnership

*Joyce P. O'Neal*

TRANSMITTAL OF REVISION TO

Points of Eligibility Manual

Forms for Eligibility Manual

Revision Number: POE - 156

Forms 40

Effective Date: November 1, 2003

TYPE OF REVISION/ACTION REQUIRED

☐ New Chapter Material      ☒ Change to Chapter Material      ☐ Other (specify)  
☐ Update to Appendix      ☐ Deletion from Appendix

UPON RECEIPT, REVIEW, IMPLEMENT, AND REVISE YOUR MANUAL.

Page/Section Number

POE Chapter 2, pages 1 and 26; Chapter 10, pages 5-7; Chapter 12, pages 1-2.

Forms for Eligibility - Section I, page 4, Section II, page 1.

Subject/Description of Revision

**Anticipating Income and Reporting Changes**

This revision transmits policy changes made as a result of federal regulations issued April 29, 2003. The above referenced sections are revised to reflect changes for the state policy areas primarily related to the reporting requirements of non-quarterly reporting households. This policy revision replaces all previous policy interpretations and memoranda concerning the subjects included in this revision. The following is a summary of the most notable changes found in this revision.

**Anticipating Income**

The purpose of this change in policy is to clarify procedures for anticipating and/or averaging income. Income should be anticipated or averaged in accordance with methods that have been established by this revision to reflect the most representative income to budget for the certification period. Households will no longer be given the choice of whether or not their income should be averaged if the worker determines this is the most accurate way

Distribution:

Points of Eligibility Manual Holders  
Forms of Eligibility Manual Holders

Approved

*Jessie Reid*  
Signature

Deputy Commissioner for Programs

Title

Date

*10/21/03*

to determine the income to be budgeted. Income averaging requires at least two known months of income for non-quarterly reporting households. The conversion of one month's income does not constitute income averaging, although this amount may be used to anticipate income which is representative of the income the household expects to receive during the certification period.

If income is averaged, an average must be recalculated at recertification and when the household reports changes in income. The county department must notify the household of the amount of income used to calculate the allotment.

### **Reporting Changes**

Several changes have been made to reporting requirements for non-quarterly reporting households. These changes reduce the need for households to report certain changes in household circumstances.

This policy revises the current requirement that households report a change of more than \$25.00 in monthly gross unearned income. This amount will increase to \$50.00. This change in unearned income must be reported within 10 days of the date the household receives the new amount of income.

A household with earned income (non-QR) must report a change in the amount of earned income of more than \$100.00 monthly from the amount last used to calculate the household's allotment provided the household is certified no more than 6 months. Households with earned income (non-QR) must report a change in income, including starting or stopping a job or changing jobs, if the change in employment is accompanied by a change in income. These changes in earned income shall be reported within 10 days of the date the household receives the first paycheck or the increased earnings.

Effective November 1, 2003, these changes in policy regarding anticipating income and reporting changes shall be applied to all applications interviewed on or after this date.

For households already in certification, this change in policy must be applied at the time of next certification.

Form DHR-FSP-1942, Summarized Eligibility Requirements, has been changed to reflect changes in policy, recent changes in the monthly income eligibility limits, maximum monthly allotments, and the standard deduction for a household of six and above. The Change Report Form (DHR-FSP-845) is also in the process of being revised. The revised forms will be available through Office Services. An initial supply of these forms will be sent to each county by Office Services when printing is completed. These forms may be reordered in accordance with normal procedures. A copy is attached for reference.

Also incorporated in this revision is a change in policy regarding the Food Stamp Application for the Internet (DHR-FSP-2116). This form has been recently added to the Forms for Eligibility Manual by Revision #39 effective November 1, 2003.

Departmental rules will be amended accordingly.

If you have questions regarding this policy, please contact the State Policy Desk following usual procedures. After you have taken the action required, this letter is obsolete.